Government of Saskatchewan

Annual Report 1983-84

Saskatchewan Advanced Education and Manpower

85-5440/

The Annual Report of Saskatchewan Advanced Education and Manpower

for the period July 1, 1983 through June 30, 1984

To The Honourable Frederick W. Johnson
Lieutenant Governor of the Province of Saskatchewan

Sir:
I have the honour to transmit herewith the Annual Report of the Saskatchewan Department of Advanced Education and Manpower for the year ending June 30, 1984.

Respectfully submitted,

Colin Maxwell

The Honourable Colin Maxwell
Minister of Advanced Education and Manpower

Regina
July 1, 1984

To the Honourable Colin Maxwell
Minister of Advanced Education and Manpower

Sir:
I have the honour to submit for your consideration the Annual Report of the Saskatchewan Department of Advanced Education and Manpower for the year ending June 30, 1984.

Respectfully submitted,

John C. Law
Deputy Minister of Advanced Education and Manpower

Regina
July 1, 1984

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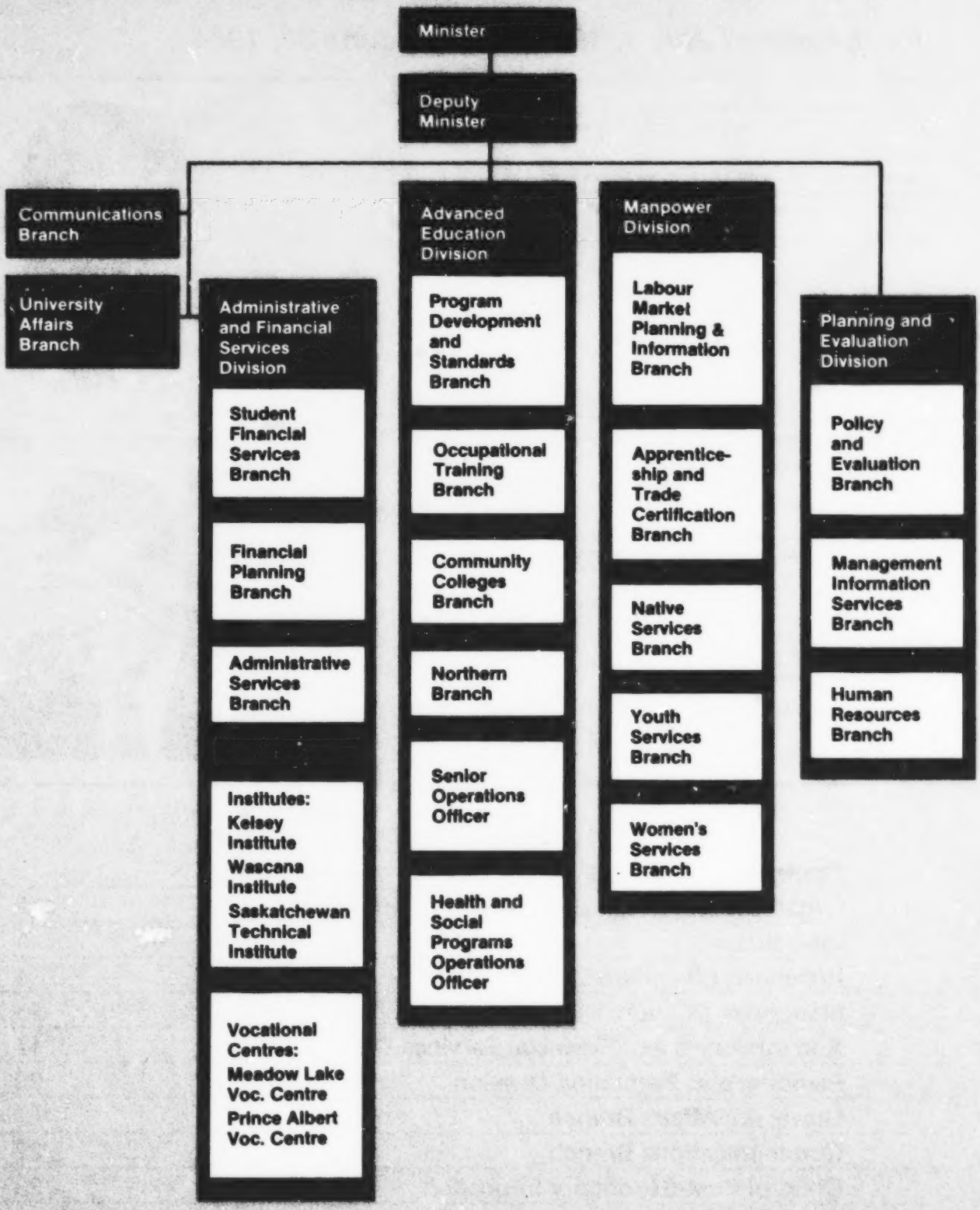
Department Organization



Introduction

During the year under review, the Department of Advanced Education and Manpower completed the first full year of operation under its new authority.

The department has been mandated to:

- establish, supervise, and administer institutes to provide Saskatchewan residents with educational and training opportunities, courses of study and instruction for various trades and occupations; and programs that enrich knowledge, and appreciation of civic, cultural or recreational matters;
- establish and operate manpower programs and services to provide adequate employment opportunities for Saskatchewan residents including programs related to: training in employment skills, job placement, employment guidance and employment counselling.

The department has implemented a number of measures during the year to fulfill this mandate. In order to provide skill training geared to the provincial labour market, Advanced Education and Manpower has completed year two of a four-year plan to provide for a 60 per cent expansion of technical training capacity, improved labour market planning by creating a statistical base, broadened liaison with industry by establishing the Saskatchewan Industrial Training Advisory Committee, and offered new training opportunities with the opening of the Advanced Technology Training Centre.

To increase the employability of individuals the department has created job opportunities for youth and provided adult basic education, as well as training-to-employment opportunities, for non-status Indian and Metis people.

To increase the flexibility and accessibility of Saskatchewan's post-secondary education, the department has introduced career services by modifying the mandate of community colleges to emphasize adult basic education, literacy, vocational skill training and volunteer development.

To assist Saskatchewan residents who cannot attend institutes for geographic reasons, more institute credit training was offered through community colleges. This also provided additional opportunities for individuals on social assistance to receive academic upgrading and skill development courses.

This Annual Report was prepared to provide an analysis of Advanced Education and Manpower's achievements during the 1983-84 fiscal year.

Advanced Education Division

The **Advanced Education Division** has a mandate to design and offer adult and post-secondary education programs which meet the needs of Saskatchewan people. This involves working with groups in the province, including educators, business, industry, and others to ensure that the programs offered are responsive to economic and social demands. It also involves planning to make training programs as flexible and accessible as possible, so that individuals are not prevented from furthering their education for reasons of physical disability, race, sex or geographic location.

Accordingly, the division has responsibility for the three existing technical institutes, the planning and development of a fourth technical institute, liaison with and support for the 16 community colleges, 2 vocational centres, program development, federal-provincial occupational training agreements, the Northern Branch, and the expanded Saskatchewan Skills Extension Program.

Program Development and Standards Branch

The **Program Development and Standards Branch** co-ordinates, monitors and manages the development of instructional programs within the non-university, technical/vocational and adult education sector to meet the skill training needs of adult learners in the province.

The branch provides direction and support for the revision or adaptation of existing programs in response to labour market requirements and changing technology, and for the development of highly flexible programs to meet the skill training needs of full and part-time learners. It also monitors the co-ordination and articulation of program standards, curricula and resources among institutes and community colleges.

As in previous years, major areas of emphasis for the branch continued to be vocational training development and general adult education development.

Vocational Training Developments

Redesigning instructional programs and resources was continued in a number of institute industrial programs to adopt a competency-based, individualized learning system as an integral part of the post-secondary vocational training system in the province. This involves restructuring programs into a series of learning guides or instructional packages based on the tasks or competencies required in industry. These learning guides are used by institutes to provide a flexible delivery for full or part-time learners. This instructional methodology can provide an increased number of adult learners and employers with considerable flexibility in the selection of content.

Developments in competency-based education have continued at the Kelsey Institute of Applied Arts and Sciences in Saskatoon. The carpentry program entered its final phase of development and activities were supported in the agricultural machinery technician and industrial mechanics programs. Competency-based packages for word processing were completed by Wascana Institute of Applied Arts and Sciences. It is anticipated that these individualized packages will provide the necessary flexibility for outreach delivery in the province.

The branch also assisted in the development of refresher course materials in co-operation with the Wascana Institute of Applied Arts and Sciences and the Saskatchewan Psychiatric Nurses' Association. These course materials have been produced in a competency-based modular format that will allow students to progress at their own rates and are accessible to individuals anywhere in Saskatchewan.

In the past year, the branch continued to work with industry to conduct occupational task listing workshops and to offer consultative assistance in skill analysis or clarification.

General Adult Education Developments

Branch support was provided to a number of community colleges to develop concentrated, short-term, highly flexible programs to meet identified training needs of adults throughout the province. Five such progams were completed and released during the year under review:

- instructor training package
- management of volunteer programs training program
- resources for family growth
- adult basic education (Grades 5-10) home study materials
- a revised 40-hour day care program.

The branch also operated a clearinghouse for course outlines for community colleges. This activity included documenting existing college courses, classifying and storing course descriptions, as well as retrieving and mailing course outlines on request.

Occupational Training Branch

The **Occupational Training Branch** is responsible for co-ordinating various federal-provincial cost-shared occupational training programs and for administration of *The Private Vocational Schools Regulation Act.*

The provincially funded **Non-Status Indian and Metis (NSIM) Program,** previously administered by this branch, was transferred to the Community Colleges Branch effective April 1, 1984.

The Occupational Training Branch negotiates purchases respecting federally funded training under the *National Training Agreement,* through which institutional training programs are provided. It also prepares all training schedules concluded under agreements between the province and the federal government.

The branch represents the institutes, vocational centres, and community colleges in the purchase of training places by the Canada Employment and Immigration Commission in accordance with the National Training Agreement. Areas of training under the agreement include:

- adult basic education
- pre-employment and skill courses
- apprenticeship
- agricultural training
- language training
- industry-based training.

In the case of industry-based training, the branch approves training plans, supervises the quality of training, and assists industry in developing training plans.

Except for industry-based training, the majority of training is conducted by technical institutes, vocational centres, and community colleges. During 1983-84, under the National Training Agreement, the Canada Employment and Immigration Commission purchased training places in Saskatchewan for approximately 5,289 trainees.

Industry-Based Training

Industry-based training in the province of Saskatchewan is a program which provides work skills for a variety of potential employees in response to the specific needs of industry. By agreement, the federal government, in co-operation with the provincial government, provides training-on-the-job situations for disadvantaged and unemployed persons.

The Canadian and Saskatchewan governments respectively fulfill their obligations to this program through the Canada Employment and Immigration Commission and Saskatchewan Advanced Education and Manpower. An employer contracts with the Canada Employment and Immigration Commission to provide industry-based training. This helps local employers meet their manpower needs and significantly increases the job skills and employability of trainees.

The training format depends on arrangements between the Canada Employment and Immigration Commission and an employer, association, or group of industries. It may be an on-the-job, one-to-one training situation or a combination of institution and on-the-job training.

Two federal-provincial agreements govern the training of the disadvantaged, and affect the overall costs and type of rehabilitative training services offered by the department.

Vocational Rehabilitation of Disabled Persons

Under the terms of the *Vocational Rehabilitation of Disabled Persons (VRDP) Agreement*, rehabilitative vocational training is offered to mentally and/or physically disabled persons who are vocationally handicapped. Costs are 50 per cent shared with the federal government through Health and Welfare Canada.

Saskatchewan Advanced Education and Manpower administers the training-related costs for those approved by the VRDP training and selection committee. Training represents one service in a spectrum of comprehensive rehabilitative services provided co-operatively by several government departments.

In 1983-84, under the VRDP Program, 457 persons received training.

Registered Private Vocational Schools

In addition, the Occupational Training Branch is responsible for registering private vocational schools in the province under *The Private Vocational Schools Regulation Act*.

Nineteen private vocational schools were registered under The Private Vocational Schools Regulation Act during the 1983 calendar year. These schools, all located in Saskatchewan, offered courses in bartending, beauty culture, business support occupations, computer programming, electrolysis, auctioneering, income tax preparation and radio broadcasting.

The 19 private vocational schools had a combined enrolment of 1,775 persons in 1983, which was the same number enrolled in 1982.

Saskatchewan Skills Extension Program

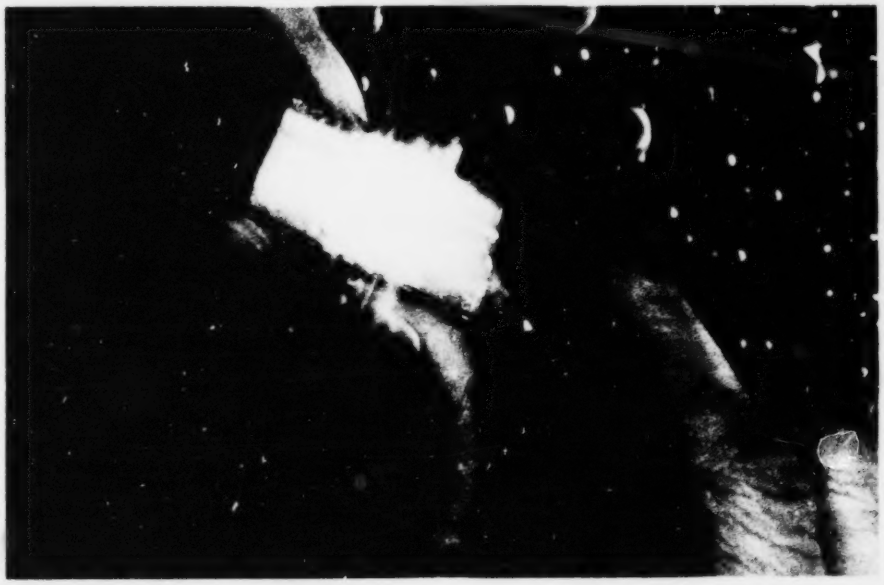
The **Saskatchewan Skills Extension Program (SSEP)** was established to facilitate expansion and decentralization of institute-based credit training programs. Training needs that relate to present and future employment opportunities in Saskatchewan are identified by individual community colleges and by other agencies. Training proposals are reviewed and priorized, with those approved being listed in the department's annual training plan.

Arrangements for delivery of programs are made through a training agreement involving a technical institute, a college, and the SSEP as the funding and co-ordinating agent. Under these agreements, the technical institutes determine program standards, monitor program quality, and provide certification to graduating students.

This decentralization increases accessibility to credit training for people in rural and smaller urban centres. In 1983-84, 163 programs or program modules were delivered through the province. Only 17 of these were delivered in centres in which the institutes are situated.

This decentralization also reduces dependence on the Canada Employment and Immigration Commission (CEIC) to fund off-campus training. The budget of SSEP allows it to fund training with or without sponsor participation. As a result, provincial training priorities can be advanced independently from those of CEIC, when the two are not the same. Funding of programs without full CEIC participation also accommodates access to training by fee-paying students who may otherwise be unable to participate in training.

SSEP also provides for an equalization of tuition fees. Its funding of credit programs enables colleges to apply the same fee schedules as the



Saskatchewan Advanced Education and Manpower — advancing with technology.

institutes for training provided in their regions.

The skills extension program integrates off-site with on-site programming to ensure that credit for off-site training would be cumulative toward eventual certification, or toward advanced placement in on-site programs.

SSEP emphasizes pre-employment rather than apprenticeship training. Training is related to current and future employment opportunities, either within a college region or elsewhere within the province.

In 1983-84, the number of fully-funded programs delivered in the southern region was 74 (75,830 training days). In northern Saskatchewan, 18 programs (21,630 training days) were delivered through SSEP. Seventy-one programs or program modules (56,154 training days) were either partially funded or provided on a full-cost-recovery basis. The total number of programs was 163 (153,614 training days).

Community Colleges Branch

Within the department's general mandate to develop an integrated and comprehensive system of adult education opportunities readily accessible to Saskatchewan residents, the **Community Colleges Branch** is responsible for the administration and continuing development of the community colleges as outlined in *The Community Colleges Act and Regulations.* The Colleges Branch provides leadership and consultation to community college boards and administrations across the province in areas such as program policy and planning, personnel management, curricula materials, curricula development, and professional development. The branch administers the provincial **General Educational Development (GED)** Testing Services and the program **English as a Second Language (ESL)** under the terms of a federal-provincial agreement with the Secretary of State.

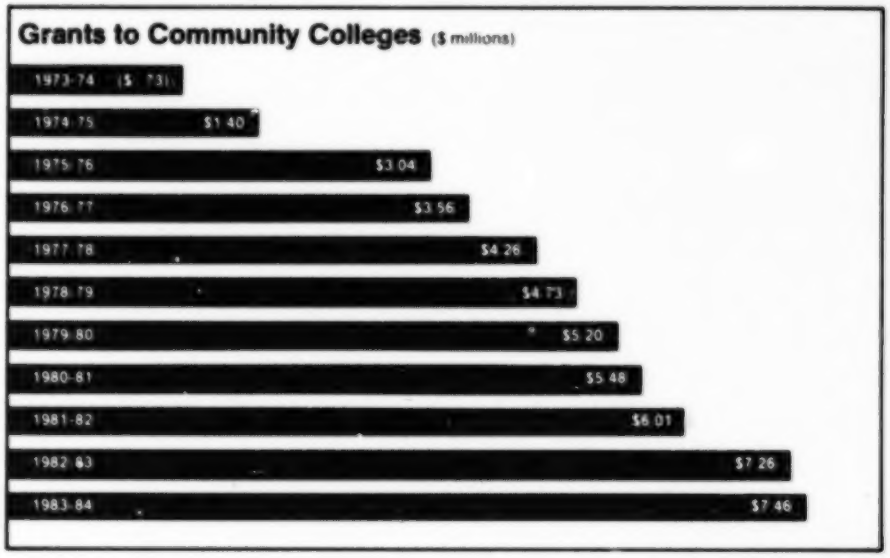
Since community college development began in 1973, 16 regionally based community colleges have been established to deliver programs and services to adults in all parts of the province. Fifteen of these colleges receive supporting grants from the Department of Advanced Education and Manpower.

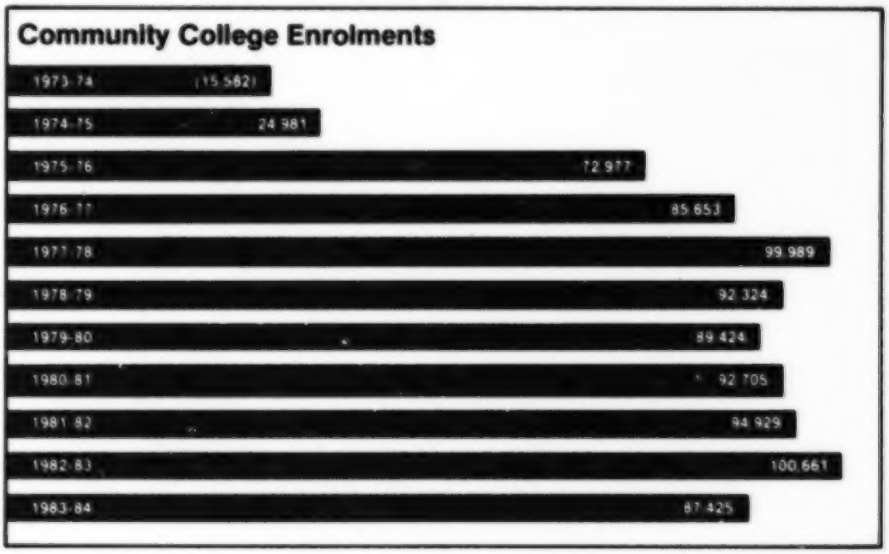
The department has also negotiated joint agreements for two community colleges in the province: the Saskatchewan Indian Community College and Lakeland College. Under a joint agreement between the province and Canada, the Saskatchewan Indian Community College offers programs on Indian reserves and Crown lands throughout the province. Lakeland College serves the provinces of Saskatchewan and Alberta. Since April 1, 1978, Lakeland College has been administered by an Alberta-appointed Board of Governors with one trustee from Saskatchewan. As an interprovincial college, Lakeland receives program and support funds from Saskatchewan for skill and interest programming.

Saskatchewan community colleges are regionally based to decentralize learning opportunities for the province's adults. Decentralization is reflected in the colleges' utilization of existing community facilities and resources throughout their regions, rather than developing campuses that tend to centralize learning opportunities.

Decentralization is also reflected in the structure of the Community Colleges Branch. Only five administrative and professional staff members are located in the central office in Regina, while a departmental field presence is provided for each of the community college regions which receive supporting grants from the department. In addition to other responsibilities, the field representatives provide liaison between community colleges and the department.

Branch personnel provide co-ordination, advice, assistance, and support services for the continuing development and maintenance of the





colleges. They ensure, through budget reviews and meetings, that colleges meet the requirements of The Community Colleges Act and Regulations.

Community college boards, each consisting of seven members, determine policy, set priorities, and administer college affairs. They hire a minimum of permanent staff members in order to maintain flexibility in meeting the needs of individuals and communities in their regions. The college boards and staffs rely heavily on volunteers at the community level. More than 600 local committees, composed of volunteers, identify local program needs and assume other responsibilities as approved by their respective college boards.

In 1983, the *Saskatchewan Community College Trustees' Association (SCCTA)* initiated a mandate review to investigate present activities and current challenges in the community college system in Saskatchewan. In September 1983, SCCTA's report - Saskatchewan Community Colleges Mandate Review - presented its priorities for action to the Department of Advanced Education and Manpower. The report reaffirmed that Saskatchewan community colleges exist to provide regional access to educational upgrading, vocational skill development, and career counselling for adults no longer served by the K-12 system. The report emphasized extending educational opportunities to rural and northern communities in Saskatchewan and to the hard-to-reach students who were disadvantaged by educational, economic, or social circumstances. The report underlined the importance of the delivery of the following programs and services in the community college system:

- adult basic education
- vocational learning
- career services.

In co-operation with universities, technical institutes, organizations, agencies and government departments, the community colleges have thus extended educational opportunities to adults throughout the province.

Saskatchewan Community College Regions

** Saskatchewan Indian Community College offers educational programs on Indian reserves throughout Saskatchewan.*

Adult Basic Education

Each year the department provides community colleges with core funding from the flat grant for colleges to deliver **Adult Basic Education (ABE)** courses throughout the province. In program terms, core funding for Adult Basic Education includes four main areas: Literacy, Occupational English, personal development, and academic upgrading from Grades 1 through 12. Certification is provided by the department for the Adult Grades 10, 11 and 12 levels based on a standardized provincial curricula followed by the community colleges throughout the province.

In 1983-84, 5,047 participants in ABE classes with a total of 2,475,746 participant hours, were delivered by community colleges in Saskatchewan. Total participant hours in ABE programming increased by over 750,000 from 1982-83 to 1983-84, constituting a 19.7% increase in total participant hours.

Under the National Training Agreement, ABE programs are cost-shared by both provincial and federal governments.

English As A Second Language

The **English as a Second Language (ESL) Program** provides part-time language and citizenship instruction to new Canadians who have been granted permanent admission to Canada.

The program provides for the teaching of the English language and the basics regarding Canadian society, toward citizenship for Canadian newcomers. Costs of this program are shared with the federal Secretary of State to facilitate the adjustment of new Canadians to the Canadian community and to help them qualify for Canadian citizenship.

General Educational Development (GED) Testing Services

The **General Educational Development (GED) Testing Program** is a program through which adults may receive a high school equivalency certificate. The GED program recognizes that many adults who have not completed a formal high school education may have acquired, through years of experience, an educational maturity equal to or above the level of a high school graduate. This program is designed to help determine that level. Besides English, tests are provided in French as well as Braille, large-type and audio-tape for the visually and physically handicapped.

GED tests are conducted by the community colleges across the province. From July 1, 1983 to June 30, 1984, a total of 151 regular and 250 special test sittings were held. From July 1, 1983 to June 30, 1984, a total of 3,264 adults in Saskatchewan wrote the GED tests. Of the 3,264 adults who wrote, 2,445 (74.9 per cent) received a high school equivalency standing. Of these, 1,710 adults obtained a Grade 12 standing, 415 received Grade 11 standing, and 320 received Grade 10 standing. Those participating in GED testing include: British Columbia, Alberta, Saskatchewan, Manitoba, Nova Scotia, New Brunswick, Newfoundland, Prince Edward Island, Yukon, the North West Territories, and all of the United States of America.

Non-Status Indian and Metis Program

The **Non-Status Indian and Metis (NSIM) Program** provides training opportunities for Non-Status Indian and Metis people and is entirely funded by the province of Saskatchewan.

The Occupational Training Branch continued to administer the NSIM program to the end of the 1983-84 fiscal year. NSIM students in the universities, technical institutes, vocational centres, and private vocational schools, applied to Student Financial Services Branch for financial support at the commencement of the fall programs. Based on the government's NSIM program review and recommendations, 1983-84 was a transition period under the direction of an NSIM implementation team. The team consulted with a variety of Native groups, community colleges and other interest groups to ensure maintenance of training levels. It also developed and implemented procedures for the measurement of the program's performances.

As of April 1, 1984, the program administration was transferred to the Community Colleges Branch. Program needs-identification and delivery were transferred to the regional community colleges.

Northern Branch

The **Northern Branch** of the Department of Advanced Education and Manpower provides northern adults with educational opportunities that will enable them to fully participate in the economic and social development of northern Saskatchewan.

In 1983-84, the Northern Branch fulfilled its mandate by providing programs and services which present adult northerners with opportunities to:

- upgrade their basic skills and develop the technical/trades related competencies required to fully and effectively participate in the social and economic development of northern Saskatchewan;
- update and augment existing skills, as required, to render traditional enterprises viable;
- acquire occupational skills necessary for mobility within the total labour market;
- broaden their understanding of and exposure to the variety of occupational options available;
- learn about and use support services aimed at facilitating full, effective participation in skill development/ training options; and
- in general, provide equality of educational opportunity to all residents of northern Saskatchewan.

Special Incentive Program (Northern Careers)

The **Special Incentive (Northern Careers) Program** provided financial and counselling support to residents of the Northern Administrative District. The program encouraged residents to begin and continue post-secondary education.

The level of assistance is determined by criteria based on financial need. Support may include payment of tuition, books, transportation costs, and living allowances.

Type of Training	Enrolment
University	31
Technical Institute	7
Community College	3
Bible College	2
Total	43

Northern Training Program (NTP)

The **Northern Training Program (NTP)** offered two types of adult education courses: Skill Training and Adult Basic Education.

Skill Training

The policy of the branch is to emphasize job-related skill training delivered by the community colleges in conjunction with southern institutes. This policy allows northerners to benefit from jobs created by current resource development. To this end, the branch co-operated with industry to design and deliver special programs which prepared northerners for immediate employment.

Adult Basic Education and Community Learning Centres

Adult Basic Education (ABE) courses provide an opportunity for northern adults to develop basic skills and abilities required to undertake further training or to meet employment criteria.

In addition to adult basic education courses, community learning centres were operated in northern Saskatchewan in 1983-84. Community learning centres provide a unique opportunity for adults to bridge the gap to further academic training. Increasing demands on this type of centre demonstrate the need to continue providing this service.

Forestry Training

Course	Location	Numbers of Trainees	Length
Forwarder Operator	Montreal Lake	4	25 days
Chainsaw Maintenance	Besnard Correctional Camp	6	4 days
Timber Harvester	Montreal Lake	15	60 days
Brush Saw Maintenance	Montreal Lake	15	10 days
Forward Operator	Montreal Lake	4	80 days
Skidder Operator	Montreal Lake	2	60 days
Loader Operator	Montreal Lake	2	60 days
Mechanic Helper	Montreal Lake	1	50 days
Chainsaw Operator & Maintenance	Deschambault Lake	10	20 days
Chainsaw Maintenance	Chitek Lake	10	5 days
Chainsaw Operator Maintenance	Sturgeon Landing	10	20 days
Casual User (chainsaw)	Deschambault Lake	10	2 days
Power Saw Repair	Besnard Correctional Camp	8	10 days
TOTALS		103	410 days

Forestry Unit

The **Forestry Unit** develops and delivers forestry-related vocational programs. During the 1983-84 fiscal year, the unit:

- developed forestry instructor skills;
- provided courses on the operation and maintenance of chainsaws, clearing saws, shortwood forwarding and cable skidders;
- assisted in an economic development study of grade recovery of aspen and jack pine;
- developed audio/visual programs appropriate to vocational forestry training; and
- assisted communities, other departments, and private industry in furthering forestry employment opportunities.

Approximately 90 per cent of the programs have been delivered on the job site and were job-related.

On April 1, 1984, the unit was transferred to the Prince Albert Technical Institute.

Industry-Based Training

In 1983-84, the Northern Branch assisted in the delivery of various courses directly related to the training of students in obtaining positions within the technical/trades field. Following is a brief description of each course delivered.

Environmental Technician

This one-year institute-level program trained eight students for positions as environmental technicians for resource industries. Four positions were committed by various resource industries in the province.

Commercial Cooking Program

This six-month program alternated periods of work and theory for the training of eight students. Eight positions were committed at the northern mine sites.

Piping Industry

In co-operation with the Saskatchewan Piping Industry Joint Training Board, the branch assisted in the delivery of apprenticeship training to northerners working on construction sites in the pipefitting trade.

In 1983-84, six trainees were trained during the construction of the Yorkton Union Hospital and the students are nearing completion of level II of plumbing and pipefitting apprenticeship training.

Pre-Employment Mill Operator Training

This program teaches the basic science concepts of mill operation, stressing safety, instrumentation reading, and a working knowledge of radiation hazards.

During 1983-84, the course had 36 trainees and 32 successfully completed the program. All 32 graduates were offered employment at Key Lake.

Mine Equipment Operator Program

The branch assisted in the development of a text and video curriculum to train approximately 60 Key Lake Mining Corporation (KLMC) employees for on-mine-site training.

Mill Operator Program (On-site)

Through on-the-job training this program combines text and visual material to develop the component skills needed for operators to progress through the job-pay progression.

General Labour for Skill Development

This 12-week program is designed to orient non-employed persons to the expectations and requirements of a mine employer. The course covers three general areas:

- industrial safety
- work site skills
- personal development skills.

This program prepared 15 northerners to enter the general labour force of the Key Lake Mining Corporation and provided trainees with basic vocational skills to begin employment.

Technical Institutes

There are three existing technical institutes in Saskatchewan and a fourth planned:

- **Kelsey Institute** of Applied Arts and Sciences in Saskatoon,
- **Wascana Institute** of Applied Arts and Sciences in Regina,
- **Saskatchewan Technical Institute** in Moose Jaw, and the
- **Prince Albert Technical Institute** currently being planned.

The technical institutes deliver a variety of programs which lead directly to employment in business, industry, or government. Program selection and development respond to identified post-secondary needs related to provincial manpower requirements and occupational trends. Programs are offered in the general areas of trades, technologies, service occupations, agriculture, health sciences and business education.

During the year under review, the government completed the second year of a four-year, $120 million plan to increase the capacity of Saskatchewan's technical training system by 60 per cent. This involves increased capacity at the three existing institutes, as well as construction of the new institute in Prince Albert and expansion of the Saskatchewan Skills Extension Program.

Saskatchewan Technical Institute

The year 1983-84 was one of general expansion at the **Saskatchewan Technical Institute** in Moose Jaw. Student registrations increased in regular on-campus programs, in the Saskatchewan Skills Extension Programs, and through the addition of special 65-week federally sponsored high-skilled programs. Registration growth overall, however, was offset by declines in apprenticeship registrations and short-duration extension programs. As a result, registrations in regular day programs, excluding apprentices, rose by 248 over 1982-83. Overall registrations totalled 4,390, a slight decline from 1982-83 figures of 4,618.

Improvements to institute facilities were also undertaken. Two programs, architecture and masonry, were relocated off-campus in leased facilities to reduce space shortfalls for other programs and services. General renovations were made to a number of program areas. A new wing was opened, housing facilities for business programs, commercial cooking and a cafeteria.

The Business Division increased registrations by 63. A new second-year career option in Public Administration was offered along with an expansion in data processing. A new diploma program was also offered as a second-year option for office education students.

The Engineering Technology Division added one new program in computer engineering technology, re-designed radiation protection to focus on occupational health and safety, and expanded enrolments in industrial instrumentation. The division increased registrations by 39.

The Industrial Division added four pre-employment intakes in its welding, cooking, electrical construction and radio-TV electronics programs. Pre-employment registrations increased by 32. Due to lags in the construction industry, apprentice registrations declined in bricklaying, carpentry, and electrical construction. As a consequence, registrations in the division declined by 109 from 1982-83.

In response to skills shortages identified by the federal government, the institute developed and implemented five new 65-week high-skill programs in automation-robotics, data processing, drafting, and electrical and electronics engineering technologies. Registrations, including advanced standing preparation, totalled 146.

The Saskatchewan Skills Extension Program increased registrations by 95, a growth of 18 per cent over 1982-83. Overall registrations totalled 536. Through Natonum Community College in Prince Albert, the institute also conducted full-time training off-campus in northern Saskatchewan in heavy equipment operations and maintenance. All SSEP programming is co-ordinated through the Extension Division. Other extension programming showed a decline from 1,511 in 1982-83 to 1,059 in 1983-84.

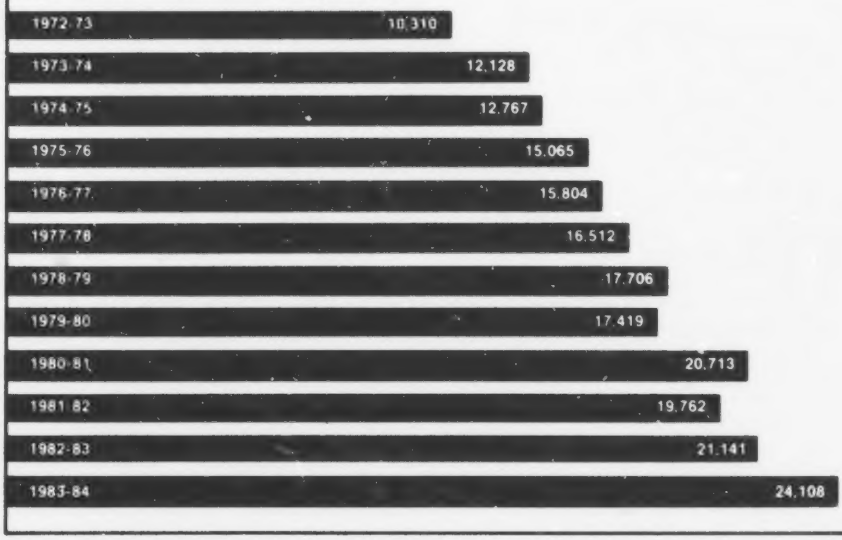
The institute has made more effective use of facilities by utilizing both extended-day and extended-year operations. The five 65-week technology programs are on a second shift. There were also nine programs in operation during the summer of 1984.

Kelsey Institute

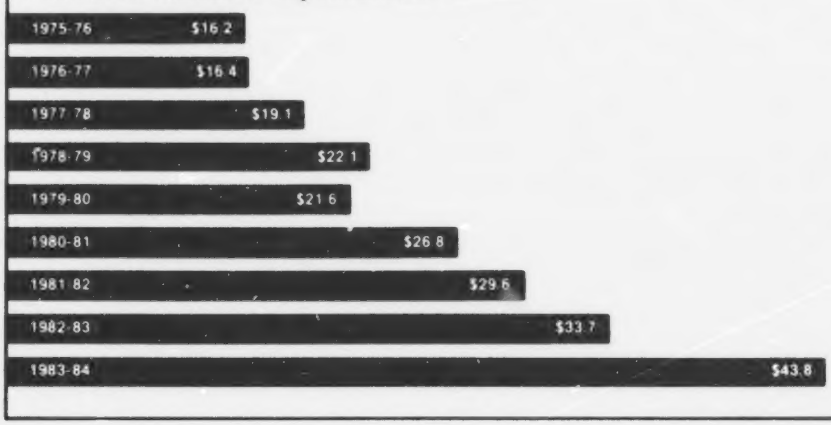
The total recorded registration for regular daytime, off-campus credit, skills extension and continuing studies programs at **Kelsey Institute of Applied Arts and Sciences** in Saskatoon was 9,696 in 1983-84 compared to 8,074 in 1982-83.

Off-campus programs, including Saskatchewan Skills Extension programs, in co-operation with the community colleges throughout the province, increased more than 50 per cent following a 300 per cent rise the previous year. Increasing numbers of employees of Saskatchewan home care and special care homes enrolled or continued training provided on-the-job.

Technical Institute Enrolments



Technical Institute Expenditures ($ millions)



Model of Prince Albert Technical Institute to be built at Prince Albert.

This training enhanced the quality of care services provided throughout the province.

Extended-day programs continued during this reporting year. The following were offered in co-operation with CEIC: drafting, energy audit technician, basic woodworking, basic plumbing, building operator, drywall construction, and basic machine shop training.

Interest in institute-based programs remained at a high level as reflected in an overall application count increase of 20% for fall intake programs.

A sheet metal course was offered as a pre-employment program for the first time. Extensive preparations began for new programs to be offered next term, including computer-assisted design and computer-assisted manufacturing (CAD/CAM) technology. The electrical/electronics technician course will be incorporated as first year of the industrial electronics technician/technologist program. In continuing studies, interest in occupation-related courses remained high compared to those of a general interest nature.

On June 8, 1983 the Minister of Advanced Education and Manpower officially announced the creation of an **Advanced Technology Training Centre (ATTC)** to be physically located on campus. The centre will draw upon support services and will facilitate the sharing of equipment and personnel. ATTC has been established as a non-profit Crown corporation to provide the flexibility necessary to achieve its goals.

Wascana Institute

Wascana Institute of Applied Arts and Sciences in Regina continued to expand at a significant rate, having increased its student registrations from 8,449 to 10,022 — an overall percentage increase of 18.6 for the academic year 1983-84.

Program expansions took place in a number of areas, such as the addition of a second-year in accounting, a word processing course and an agricultural production technician program. Wascana Institute also embarked upon a major expansion in the industrial and technical field, having developed the plans for 18 new programs in this area with a delivery system based on a 'competency-based' mode.

The development of facilities for the new *Winnipeg North Campus* continued on schedule. This major expansion will ensure that Wascana Institute provides a broad range of programs and services for the province.

During the 1983-84 year, innovative approaches were developed in the nursing refresher distance education program. The agricultural program at Wascana Institute continued to grow and was delivered at many locations throughout the province. The emergency medical technician program expanded to approximately double its size to provide necessary training to people in smaller centres of the province.

Wascana Institute continued to provide continuing education and extension services throughout Saskatchewan and in particular to industry and business in Regina and surrounding areas.

Prince Albert Technical Institute

Planning continued throughout 1983-84 for the technical institute to be built in Prince Albert. In anticipation of active construction beginning in the fall of 1984, a contract was let to prepare the site and in June a contract was awarded for the foundation timber pilings.

Throughout the year, interior design of the facility became more specific with each area being closely examined and detailed plans prepared. In addition, the design will commence on the former Department of Highways' facility in the Marquis building area, which will house a number of institute programs.

With initial programs for the institute beginning in 1985, staffing modules and equipment lists were prepared and program development activities increased.

Prince Albert Vocational Centre

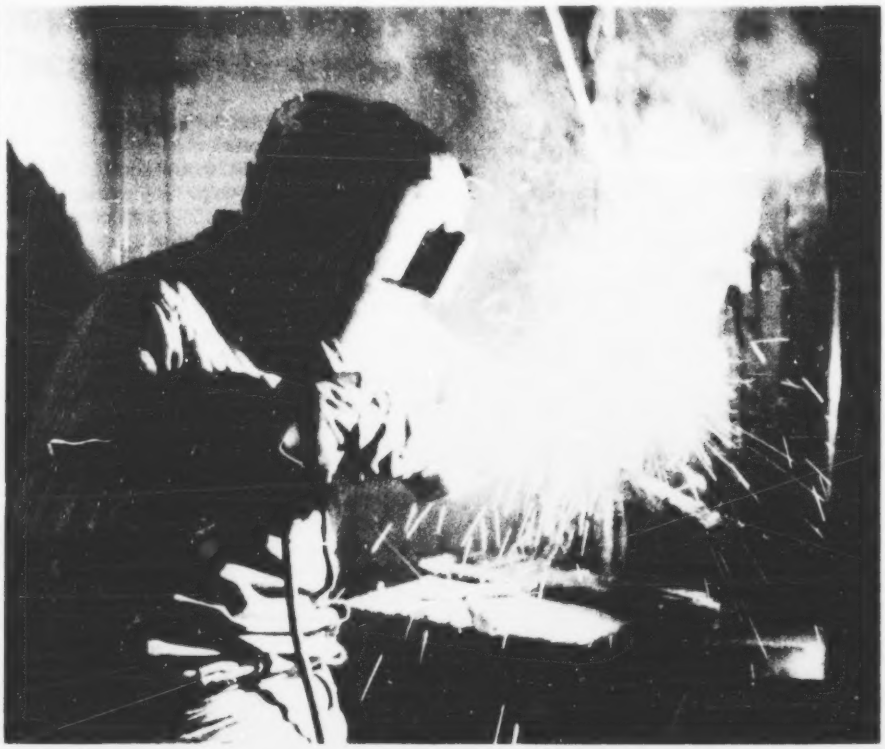
The **Prince Albert Vocational Centre** provides skill training in adult basic education and pre-employment trades training. Programs offered in 1983-84 were: building construction, business education, cosmetology, electrical construction, human services, motor vehicle mechanical repair, life skills coach training, radio and TV servicing, welding and adult basic education (adult upgrading, Grades 1-12).

Natonum Community College is responsible for the operation of the vocational centre which includes: administration, staffing and programming.

Enrolment during 1983-84 totalled 541.

Meadow Lake Regional Vocational Centre

The **Meadow Lake Regional Vocational Centre** was established in 1973. This centre provides training in adult basic education, office education, building construction, motor vehicle mechanical repair, introductory heavy equipment mechanics, and apprenticeship training in carpentry.



Meeting the needs of industry: skilled trades, such as welding, are offered on a flexible, decentralized basis to Saskatchewan residents.

The centre is equipped with facilities for mechanical and construction shops, kitchen cafeteria, resource centre, and access for sports and recreational activity. Residential trailers provide accommodation for single students taking programs at the centre.

Kelsey Institute of Applied Arts and Sciences in Saskatoon is responsible for the centre's administration and programming. During 1983-84, enrolment in the centre's programs totalled 188.

Institute Project Team

The project team in the department continued to co-ordinate the expansion of technical training places in the province. In keeping with the government's announcement in the spring 1983 budget, $120 million was committed over the next four years to increase the number of technical training places from its current level of 5,500 per year to a level of 8,600 per year — an increase of 3,100 training places per year, or nearly 60 per cent.

The four-year addition of training places includes 885 at Wascana Institute in Regina, 440 at the Saskatchewan Technical Institute in Moose Jaw, 395 at Kelsey Institute in Saskatoon, 590 through the Saskatchewan Skills Extension Program throughout rural Saskatchewan and the North, and 806 at the new technical institute to be located at Prince Albert.

Emphasis was placed on creating training capabilities in those areas in which future demand is expected to be the highest, including trades and high technology.

Manpower Division

The **Manpower Division** works to make Saskatchewan's adult and post-secondary education system responsive to the employment needs of individuals and employers. The division addresses labour market matters such as employment training, labour market research, vocational guidance and employment counselling, and employment development, including direct job creation.

The divisional mandate is to facilitate the Saskatchewan labour market by the:

- integration of existing administrative and delivery responsibilities in areas of labour market planning, policy, and programming;
- development and co-ordination of an integrated labour market policy with the objectives of economic growth, equity, and stabilization;
- development and dissemination of labour market planning information and analysis for departmental and external use;
- establishment and operation of labour market programs and services to promote employment and career opportunities for Saskatchewan residents.

Emphasis is placed on assisting individuals to maximize their employment potential; on employers to meet their labour market needs; and on assisting those in the labour force to adapt to the impact of economic and technological change.

Youth Services Branch

The **Youth Services Branch** addresses the problems young people face in gaining employment, by enhancing youth employability. The branch develops programs and services in three areas: job creation, career development, and transitional initiatives which bridge the gap between school and work. During the reporting period, major branch initiatives were in the area of job creation.

Opportunities '83

Opportunities '83 was designed to provide summer employment for students entering or returning to post-secondary studies in the fall. The program provided students with practical work experience and assisted them in financing their continuing education.

A maximum subsidy of $350 per month was provided to eligible employers for each full-time student summer job created. The subsidy was available for three months during the May to September period. Final figures show that 3,430 student jobs were created through the Opportunities '83 program.

A continuation of this successful student summer employment program, Saskatchewan Opportunities '84, was implemented in the last quarter of the reporting year.

Saskatchewan Access ...

Youth Employment Program

In response to the disproportionately high youth unemployment rate, the provincial government announced the **Saskatchewan Access ... Youth Employment Program.** This wage subsidy program assists employers to create new jobs for significantly unemployed non-student youth.

A wage subsidy of $2.50 per hour was available to approved employers for full-time jobs of 24 to 30 weeks in duration.

More than 650 jobs were approved to the end of the reporting period.

This program is administered in harmony with Employment and Immigration Canada. Local Canada Employment Centres refer eligible qualified youth to participating employers.

Both job creation initiatives are available to all economic sectors in the province: businesses, farms, non-profit organizations and local governments.

Opportunities '83: Jobs Created By Employment Sector

Sector	Number of Jobs
Businesses	1,269
Farms	825
Local Governments	489
Non-Profit Organizations	569
Regional Parks & Other	278
Total	3,430

Women's Services Branch

The year 1983-84 was one of transition for the **Women's Services Branch.** By July 1983, the branch defined its broad primary objective of *"... establishing a societal system which provides equal access and opportunities for women and eliminates discriminatory practices and attitudes toward women."* In January 1984, the Women's Services Branch mandate

Manpower — developing needed job skills for the 80's.

centered on training and employment issues.

Branch staff provided career consultation advice to a number of people, for students and student counsellors, to governments, to women's organizations, and to the general public. Resumé preparation and interview counselling was provided to assist individuals with career planning and job search skills. Information and awareness sessions were held on educational barriers for women.

Workshops were held on career education and on topics related to employment and training such as: technolgical change and its effect on women; women in the work force; education and work opportunities for immigrant-women; sexual harrassment; and women in non-traditional occupations.

To assist organizations, public and private, in affirmative action programming and personnel/policy planning, the branch provided research, information, program referrals and advice about employing women.

The branch also played a role in the department's initiatives to overcome barriers to accessibility in adult and post-secondary education by researching and compiling statistics on women in Saskatchewan's post-secondary system and by researching educational initiatives in other parts of Canada.

The *Women's Resource Centre* is an important part of the branch's and department's outreach program. The centre has a public lending library with a unique collection of over 5,000 books and documents, and a variety of audio/visual materials.

Resource Centre materials were provided to 1,713 organizations and individuals with information requests, which were provincial, national and international.

Following January of 1984, the Women's Services Branch assisted the Women's Secretariat with a number of projects. These included an interdepartmental committee and a provincial conference on wife battery and family violence; researching women's rights and the Canadian Charter of Human Rights and Freedoms; and compiling a report for the United Nations identifying Saskatchewan's status vis-à-vis the International Decade for Women.

All initiatives are the foundation for improving women's successful participation in training and employment.

Native Services Branch

The **Native Services Branch** administers the **Native Career Development Program (NCDP)** and the training component of the federal-provincial *Special Agriculture and Rural Development Agreement.*

The Native Career Development Program has been in existence for three years to assist in "training-to-employment" people of Native ancestry who are either unemployed or underemployed. The program uses a competency-based training model in which program staff first identify jobs with an interested company. The employer and the program staff then develop an individualized training plan for each specific designated job. A "service agreement" contract is then signed between the employer and the Native Career Development Program to formalize the employer commitment to provide training resources and to guarantee that a permanent job is available for the Native worker following the successful completion of training. This "training-to-employment" model is designed to provide skilled Native workers for Saskatchewan businesses and improve the career opportunities available to Native people in the province.

The program's flexible approach to the variety of employer training requirements is one of the factors which sets the Native Career Development Program apart from other available training options. In addition, program staff assisted employers in recruiting prospective trainees, and provided counselling or other special assistance to trainees as necessary to ensure successful completion of the "training-to-employment" plan.

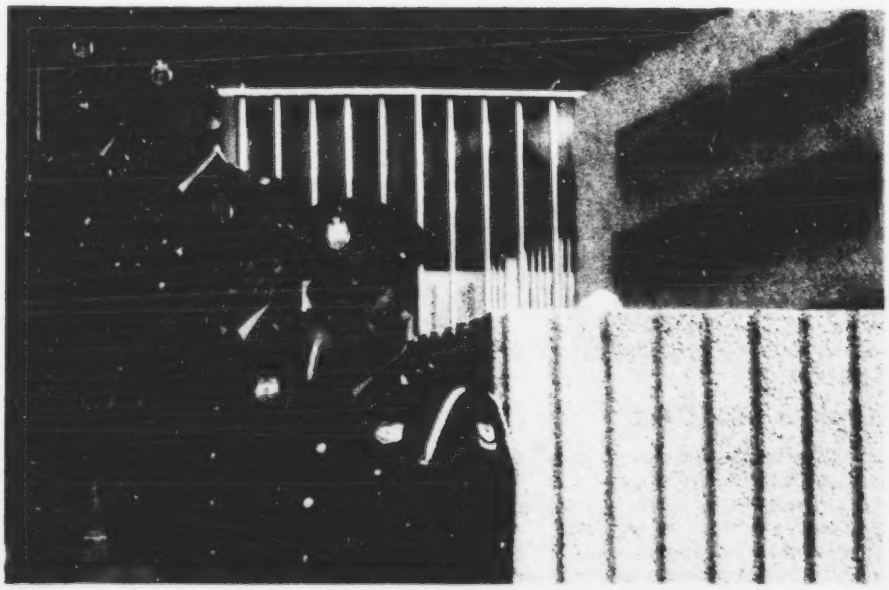
During the past year, more than 500 employers were contacted personally to discuss the program. Fifty-four service agreements were signed placing 82 trainees on the job. In addition, another 45 Native workers were placed directly into employment, without training contracts.

To assist Natives who required training in how to search for and find employment, work-readiness seminars were developed. Seminars covered interest inventories, career planning, self-concept, and the specifics of job hunting, and have been piloted in both Saskatoon and Regina resulting in positive evaluations.

A new initiative called "individualized training plans" also started. Competency-based training plans were designed for a small number of trainees interested in a specialized field where there is high employer demand

The *Special Agriculture and Rural Development Agreement,* or **Special ARDA**, is a cost-sharing program with the federal government designed to assist rural residents of Native ancestry with socio-economic development. The training component of the agreement is administered by the Native Services Branch. Seven projects are currently in progress.

The branch also administered the **Employment Opportunities Program** for



First Native Recruits from Regina Police College to receive assistance through the Native Career Development Program.

one year after having taken over the program from the Department of Tourism and Small Business. This program has now wound down, with the Native Services Branch monitoring existing projects.

Native Services Branch has assumed the responsibility of policy liaison and co-ordination of Native programs in the department.

Apprenticeship and Trade Certification Branch

The **Apprenticeship and Trade Certification Branch** plays a major role in supplying Saskatchewan industry with skilled tradesmen. The major functions of the branch are:

- to administer *The Apprenticeship and Tradesmen's Qualification Act;*
- to develop, implement, and promote the province's apprenticeship training program;
- to provide counselling and consultative services to apprentices, tradesmen, and employers at the job site;
- with the assistance of the Provincial Apprenticeship Board and trade advisory boards, to establish and develop standards, curricula, and examinations for the upgrading and certification of tradesmen and journeymen;
- to review on a regular basis the Act, general regulations, and trade regulations to ensure they reflect the training needs of industry;
- with the assistance of industry, to identify trades which should be designated under the Act;
- to administer the interprovincial **"Red Seal" program** and share in the development of the program with the other provinces and territories.

Twenty-six trades are presently designated under *The Apprenticeship and Tradesmen's Qualification Act.* Apprenticeship training in these trades has two major components: technical training, usually provided at the technical institutes; and on-the-job training, completed under the supervision of a certified journeyman. The supervising journeyman is responsible for assisting apprentices to develop the skills, knowledge, and attitudes necessary to become a well-qualified craftsman.

Apprentices write the journeyman examinations and upon successful completion receive the Certificate of Qualification (signifying journeyman status) and the Certificate of Apprenticeship Completion.

The apprenticeship training program is jointly funded by the federal and provincial governments. This funding includes the sharing of costs directly related to technical training and the development and administration of the interprovincial standards program. While attending technical training classes, apprentices receive either unemployment insurance benefits or training allowances from Employment and Immigration Canada.

The trade certification program is designed so that tradesmen, who have not served a form of apprenticeship but who have worked in a trade for a period of time equivalent to the length of the apprenticeship program, may challenge the journeyman examination. Those successful are issued the Certificate of Qualification.

Advisory Boards

The Provincial Apprenticeship Board assists the branch in the development and administration of the apprenticeship and trade certification program. The board met three times during the 1983-84 academic year.

Provincial trade advisory boards are established for each designated trade except plastering. These boards assist the branch in developing and revising course outlines and trade examinations, and in dealing with other matters of importance in the trade. Each board is chaired by a senior branch officer and its membership is made up of representatives of employers and employees in the trade. The curriculum and examination development committee is a subcommittee of the trade advisory boards. Trade examining boards meet to evaluate practical examinations or assess the trade experience of examination applicants.

Curriculum and Examination Development

A system has been established for developing and revising programs relevant to industry. This system includes development of provincial occupational analyses which in turn are used in the development of: apprenticeship programs and pre-employment programs related to the designated trades; upgrading courses for tradesmen; and updating courses for journeymen.

This year, in conjunction with trade advisory boards, curriculum and examination development committees, and the technical institutes, provincial occupational analyses were developed or started for 11 trades, of which 9 are completed.

Curriculum development is nearing completion in 5 trades.

The branch revised and updated 9 provincial journeyman examinations, 2 level examinations, and 1 practical examination, and participated in the validation of 5 interprovincial journeyman examinations.

Indentures, Completions and Cancellations

During 1983-84, 1,056 new apprentices were indentured, 591 persons completed their apprenticeships by qualifying as journeymen and 667 apprenticeship agreements were cancelled; 4,408 apprentices were under agreement as of June 30, 1984, reflecting a decrease of 202 from the number registered at the end of June, 1983.

Between July 1, 1983 and June 30, 1984 local trade examining boards held 499 journeyman examinations to determine the qualifications of 2,034 candidates. During the same period, 2,950 individuals received a certificate of status following examination or by renewing their certificate.

Interprovincial Standards

The interprovincial standards, by mutual agreement have been established and approved across Canada in 19 trades: boilermaker, bricklayer, carpenter, cook, electrician, heavy duty equipment mechanic, industrial mechanic (miliwright), power lineman, machinist, motor vehicle body repairer, motor vehicle mechanic, painter and decorator, plumber, radio and television repairer, refrigeration and air conditioning mechanic, sheet metal worker, sprinkler system installer, steamfitter/pipefitter and welder.

Interprovincial examinations may be written by apprentices who have completed training and are eligible to write for provincial journeyman certificates, as well as by tradesmen who hold provincial journeyman certificates in their trades.

As of June 30, 1984, 11,622 apprentices and journeyman tradesmen have written the interprovincial standards examination, 8,672 received a pass mark and 8,304 had the interprovincial standards seal affixed to their certificates of qualification and/or certificates of completion of apprenticeship.

Labour Market Planning and Information Branch

The **Labour Market Planning and Information Branch** has four broad areas of work activities aimed at providing support to public and private sector organizations in their human resource planning and development, and at helping individuals to make informed choices regarding ongoing career and learning opportunities. The four areas include:

- training needs assessments
- labour market planning
- labour market information
- graduate follow-up studies.

Training needs assessments are conducted into specific occupational areas based upon requests from the private sector, other government departments, and the post-secondary education system. This activity enhances the effective and efficient use of training resources and provides a means for direct input by the private sector (business, industry, and labour) into the design and development of post-secondary learning opportunities. The branch is also active in the conduct of industrial studies that provide more reliable labour market data for decision-making purposes.

Labour market planning includes intergovernmental co-ordination of manpower information, analysis of the supply and demand in the provincial labour market for both the immediate and mid-term future, the identification of critical labour market issues, and the development of a labour market strategy for Saskatchewan. Co-operation with the federal government, business, and labour in the development of the *Canadian Occupational Projection System (COPS)* is an ongoing activity in this area. Public relations and liaison is a priority and contact is maintained with the private sector, and with those departments, Crown corporations and agencies having an interest in manpower/labour market planning activities.

Labour market information activity is concerned with development and dissemination of useful labour market information derived from the branch's overall activities. The branch's **Labour Market Monthly Review** is a publication which is widely distributed. This information is also provided to other audiences in the form of presentations and workshops.

The branch conducts follow-up studies providing demographic and employment information on graduates of technical-vocational programs. The studies assist in evaluating the effectiveness of training programs and indicate where training needs assessments may be required. The studies also provide counsellors, students, and employers with a profile of graduates and their employability. The **Employment Statistics Report** and detailed follow-up reports provide labour market supply and demand information for the public and private sectors for use in human resource planning activities. Employment rates, locations, incomes, typical occupations, duties, and employing agencies are highlighted for each technical institute program.

Career Services Branch

In 1983-84 the department undertook a major new initiative in decentralizing career services throughout Saskatchewan. The primary mandate for career services was transferred to Saskatchewan community colleges in order to maximize public access to adult career development, counselling, and information.

The educational and vocational materials acquired by the **Career Services Branch** are available through the department's Resource Centre. The computer-based career selection and assistance program known as Micro-CHOICES is also available through the Resource Centre.

The Career Services Branch developed materials for public presentation in relation to career programs and assistance available. These materials were developed in the context of what the labour market currently has to offer. This service for making presentations to public and corporate groups continues to be available through the Labour Market Planning and Information Branch.

Administrative and Financial Services Division

The **Administrative and Financial Services Division** has three main branches providing support services to the department: **Financial Planning Services, Administrative Services,** and **Student Financial Services.** The first two branches are responsible for such activities as: accounting for the department, departmental budget preparation and control, consultative services with respect to community college budgets, liaison with the Justice Department, office services for the department, administration of grant payments, and co-ordinating changes to legislation and regulations.

The division administers the payments of grants to the universities' sector, the community colleges, and other post-secondary educational institutions and agencies. The executive director of the division serves as a member of a committee of community college secretary-treasurers, which maintains liaison between the department and community colleges; chairs a committee of institute vice-principals of administration; and is responsible for the department's financial management strategy. Administrative and Financial Services assists in the preparation and review of community college budgets, and also is represented on several interdepartmental committees.

The division provides support services, including all mail-handling and responsibility for acquisition and allocation of office space and furnishings. It also looks after procurement, maintenance, and disposal of office equipment, vehicles and various supplies and services used by the department.

Student Financial Services Branch

The **Student Financial Services Branch** administers and co-ordinates financial assistance programs for Saskatchewan residents enrolled in post-secondary study. The major programs include the federally-sponsored **Canada Student Loans Program** for full-time and part-time students, and the provincial **Saskatchewan Student Loan and Saskatchewan Student Bursary/Special Incentive Bursary Programs.** In addition, there are numerous other scholarship and bursary programs financed by the *Student Aid Trust Fund,* and administered in co-operation with other government departments, agencies, or educational institutions.

Financial assistance is authorized to students by the Minister of Advanced Education and Manpower on recommendations made by the Scholarship, Bursary, and Loan Committee. The committee, which consists of representatives from government, educational institutions, and student councils also advises the Minister on the development and administration of the scholarship, bursary, and loan programs.

The branch administers the Canada and Saskatchewan student loan programs, which, during the year under review, provided loans up to a maximum of $100 per week of study to full-time students enrolled in recognized post-secondary courses at designated educational institutions. The loans are authorized on the basis of need and are interest-free while recipients are full-time students and for an additional six-month period following graduation or discontinuation of studies. The Canada Student Loans Program, while funded by the federal government, is administered by the province, and assists Saskatchewan residents studying anywhere in the world. From July 1, 1983 to June 30, 1984, loans totalling more than $20 million were authorized to more than 8,700 students. Students negotiate and repay their loans at any Canadian chartered bank with the federal government guaranteeing repayment to the banks.

The branch also administers the part-time Canada Student Loans Program, which is funded by the federal government. Under this program a part-time student may borrow up to $2,500. Repayment of the part-time loan begins 30 days after negotiation of the loan. From July 1, 1983 to June 30, 1984, part-time loans totalling $7,770 were authorized to nine students.

Saskatchewan student loans are intended to assist persons studying full-time in Saskatchewan who are not eligible for Canada student loans because of entrance requirements. Funding is for adult basic education or senior matriculation programs. In 1983-84, Saskatchewan student loans totalling more than $113,000 were authorized to 63 students.

A Saskatchewan student bursary is only available for the first five years (10 semesters) of post-secondary study; students are eligible for Saskatchewan student loans to supplement their Canada student loan after that five-year (10 semester) period. In 1983-84, Saskatchewan student loans totalling more than $424,000 were authorized to 336 students with more than five years of post-secondary study.

Saskatchewan student bursaries, to a maximum of $62.50 per week of study, were available to loan recipients. Saskatchewan student bursary assistance is available to students with high need at any designated institution in Saskatchewan. One-half the bursary amount is available to students attending public out-of-province institutions. In 1983-84, more than $4,507,000 in Saskatchewan student bursary assistance was awarded to 4,073 students.

A Special Incentive Bursary to a maximum of $100 per week of study is available to loan recipients who are accepted into the Special Incentive Program. This bursary is granted to disadvantaged students with special need and in 1983-84 more than $1,451,000 was granted to 525 students.

The amount of a student's loan and bursary award is determined by a standard assessment, applying the established criteria of the student aid program. A student may request a reassessment of the award if his or her financial circumstances change sufficiently. If a student's case is unusual and special circumstances exist which are outside the scope of the established administrative criteria, the student may request that his or her file be reviewed by the Appeals Sub-Committee of the Scholarship, Bursary, and Loan Committee. In 1983-84, the Sub-Committee heard 160 appeal cases and in 79 instances recommended that additional assistance be authorized.

In 1983-84, the following scholarship, bursary, or loan programs were also administered in whole or in part by the Department of Advanced Education and Manpower, in co-operation with the department, agency or educational institution listed:

Department of Advanced Education and Manpower:

Technical Institute Scholarships:
Scholarships valued at $220 each for students in certificate programs and $390 each for students in diploma programs are granted at Saskatchewan Technical Institute, Kelsey, and Wascana Institutes. The awards are granted on the basis of high academic standing.

Technical Institute Entrance Scholarships:
These scholarships are intended to attract top high school graduates to the institutes and to recognize their academic achievement. Scholarships valued at $595 each are available for one-year certificate program students and $1,125 each for diploma programs.

James Dickson Scholarship:
One award of $500 is made annually to a graduating Grade 12 student of black ancestry who is entering post-secondary study at an approved educational institution.

D.R. Simmons Scholarships:
Two awards of $500 each are awarded annually to graduating Grade 12 students of Indian or Metis ancestry who are entering post-secondary study at an approved educational institution.

French Language Study Fellowships:
Fellowships to a maximum of $500 each in Saskatchewan and $2,000 each out of province are available to full-time students enrolled in post-secondary programs offered in French (ie., at least 60 per cent of their courses in French). The Saskatchewn Student Aid Fund is reimbursed by the Secretary of State for all bursaries awarded.

French Language Travel Bursaries:
Bursaries equivalent to two round-trip economy air fares are available to Francophones pursuing full-time studies in French outside Saskatchewan. The Saskatchewan Student Aid Fund is reimbursed by the Secretary of State for all bursaries issued.

Fuhrmann Emergency Loans:
This program provides short-term loans to a maximum of $400 each to full-time students attending Saskatchewan's three technical institutes. Loans are authorized only when all other financial resources have been exhausted and must be repaid in 90 days. This plan was made possible by a $12,000 donation from the Fuhrmann family of Regina.

Department of Education:

General Proficiency Awards:
Awards of $200 each are available to the top graduating Grade 12 students at each Saskatchewan high school. This year, 1,284 awards were granted.

French Language Teacher Education Bursaries:
Bursaries are available to teachers wishing to improve their techniques in the teaching of French.

Location	Categories	Amount
In Saskatchewan or in Western Canada	Teachers residing in the centre where the course is offered	$35 per credit hour*
	Teachers residing outside the centre where the course is offered	$35 per credit hour* and $65 per week
In France, Belgium or in Eastern Canada	Study in France and in Belgium organized by the respective governments	$850
	Courses offered by a bilingual or Francophone post-secondary institution	Maximum $1,100: $35 per credit hour* $500 travel costs and $165 per week

* Each credit hour is approximately 13 hours of instruction.

Teacher Upgrading Bursaries:
This program provides bursaries to a maximum of $600 each to assist teachers in obtaining training in specialized fields in which there are shortages of qualified teachers. The areas of concern include training of teachers of handicapped children, consumer education, pre-school and early childhood education, and physical education.

Bursaries for Teachers of the Hearing Impaired and Teachers of the Visually Impaired:
This program is intended to encourage the training of teachers of the hearing impaired and the training of teachers of the visually impaired. The bursaries are offered in conjunction with an agreement between Saskatchewan and British Columbia and are tenable only at the University of British Columbia for specified diploma programs. The value of the bursaries is $5,000 for a recipient with dependents, and $4,000 for a recipient without dependents.

Saskatchewan Urban Native Teacher Education Program:
This program is designed to provide bursaries to assist people of Indian and Metis ancestry in continuing their education in a teacher training program. This program is now funded through the Special Incentive Bursary Program.

University Scholarships:

In 1983-84 approximately $2.6 million was allocated to the University of Regina and the University of Saskatchewan to provide scholarships to undergraduate and graduate students who achieve high academic standing.

Provincial Library Awards:

A bursary valued at $4,000 and a fellowship valued at $1,000 are awarded annually to two students enrolled in graduate courses in Library Science. Recipients return to Saskatchewan to work for a period of two years following graduation.

Department of Agriculture:

Veterinary Medicine Fellowships:

Students enrolled in post-graduate studies in Veterinary Medicine at the University of Saskatchewan, particularly in the area of food-animal practice, are eligible for fellowships to cover tuition, books, and living expenses. A maximum of $30,000 is allocated annually for this program.

Duke of Edinburgh Research Fellowship:

One new fellowship of not more than $7,500 is awarded annually to a student from a developing Commonwealth country to pursue post-graduate agricultural research at the University of Saskatchewan. An award recipient may be recommended to receive an extension of the award to a maximum of $7,500 for a second academic year.

Deparment of Social Services Bursary Program:

A maximum of $36,350 was allocated in 1983-84 to cover the cost of tuition, books, living expenses, and transportation for employees of non-government social services agencies who sought further training in social work. The recipients must return two months' employment to the social services agency for each month of educational leave.

Department of Health Paramedical Bursaries:

Awards to cover the costs of fees, books, living expenses, and transportation are available to students who must attend out-of-province universities to obtain professional qualifications in a public health specialty. The amounts granted vary according to individual circumstances and carry service commitments of two years for the first year of assistance and year-for-year thereafter. In 1983-84, more than $392,000 was allocated for this program.

Planning for the future: Computer-Assisted Design and Computer-Assisted Manufacturing (CAD/CAM) programs at Kelsey Institute.

Saskatchewan Research Council:

This program is intended to encourage and assist graduate students in pursuing higher degrees in preparation for a career in scientific and industrial research and to create an interest in research relating to the development of the natural resources of the province. Three scholarships of $8,200 each are awarded annually.

Planning and Evaluation Division

The **Planning and Evaluation Division** provides management support services to the department in the areas of strategic planning, policy formulation, program evaluation, informatics co-ordination and operations, personnel administration, and human resource development.

With the establishment of the Department of Advanced Education and Manpower on April 1, 1983, the responsibilities assigned to the Planning and Evaluation Division reflect the changed requirements of the expanded department. The division provides the department with the internal capacity to support departmental management functions which are critical to the successful achievement of the department's goals and objectives.

The division is comprised of:

- Management Information Services
- Policy and Evaluation
- Human Resources.

Together, the functions of the branches provide support to a comprehensive planning process for the department as well as contribute to ensuring effectiveness and efficiency of department operations.

Policy and Evaluation Branch

The Policy and Evaluation Branch is responsible for overseeing the development and maintenance of program management processes. The essential purpose of the branch is to ensure that a departmental perspective is applied to programming issues through the establishment and co-ordination of corporate and strategic planning in the department. The corporate planning process provides policy and program direction to the department through the articulation of the departmental mission and the discussion of major trends and emerging issues affecting programs in the post-secondary education area. Strategic planning involves the development of major strategies and programs which give effect to the organizational purpose, establishing key areas and activities.

A major function of the branch involves the evaluation of departmental programs and policies, providing essential feedback on the effectiveness and efficiency of new and established programs.

In its capacity as a management support service, the branch performs a co-ordinating and consultative role as needs are identified. Branch staff provide an internal capacity to support and supplement program or administrative staff on specific projects.

The branch was involved in the establishment of the Advanced Technology Training Centre at Kelsey Institute in Saskatoon, following release of the report of the Minister's Task Force on High Technology and Education in November of 1983.

In the past year, the branch also planned and evaluated initiatives in distance education, including a pilot program in **nursing refresher training** together with the Alberta government, and an interdepartmental committee overseeing a proposal for a communications network for educational, cultural, and informational programming in the province.

The Policy and Evaluation Branch has also been involved in a number of special projects undertaken at the direction of the Deputy Minister.

Management Information Services Branch

The **Management Information Services Branch** designs and co-ordinates informatics services, develops consultancy services, and operates electronic data processing systems within the department.

The co-ordinating function involves advice and support to the administrative units of the department in acquiring hardware and software, and in preparing plans for meeting the information needs of the department.

The branch's design and development function utilizes the technical expertise of branch staff in preparing proposals and recommendations for meeting information needs of the administrative units in the department.

The operational systems administered by the branch include:

The Department's Program Account Budgeting System: a management information system providing detailed budget, commitment and expenditure information on a reconciled basis to the Department of Finance;

The Community College Accounting System: an administrative and management information system providing detailed financial transaction information on selected community college activities;

The Student Information System: detailed registration on all institute, vocational centre and community college class participants in the province;

The Student Aid Information System: detailed information on all applicants and recipients of Canada student loans, Saskatchewan student bursaries and Saskatchewan student loans;

The Saskatchewan Student Loan System: administering, reporting, and controlling Saskatchewan student loans for students enrolled in Saskatchewan institutions who are not eligible for a Canada student loan and providing additional funding to students with financial needs greater than the funding available under the current Canada Student Loan, and Saskatchewan Student Bursary programs; and

The General Education Development System: an educational administration system which controls registrations, testing, and grading of the GED testing program, and which generates the certificates and statistics for Saskatchewan participants.

The branch chairs a committee on the educational use of computers and has participated in a data processing committee with the technical institutes.

Human Resources Branch

The **Human Resources Branch** provides personnel administration and human resource development services for the employees of the department. The branch assists managers to acquire, develop and retain competent employees; provides advice and guidance to promote sound human resource management practices; and ensures compliance with legislative requirements, the collective bargaining agreement, and personnel policies. This involves direct personnel services for the central office staff and functional supervision of the personnel position in each technical institute.

University Affairs Branch

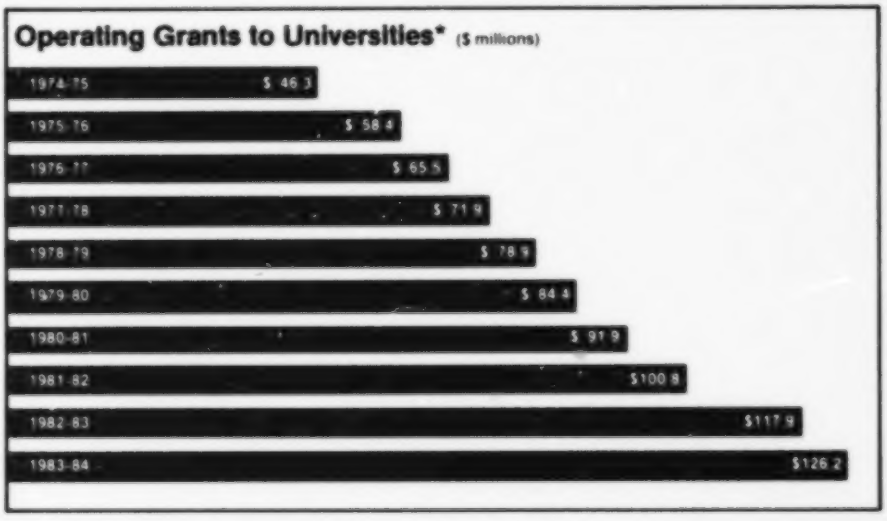
University Affairs Branch is the first point of contact for government with respect to the financing and overall development of Saskatchewan's university system.

The branch is responsible for buildings and facilities at the universities and technical institutes, and acts as government liaison regarding funding of the federated and affiliated college systems which are part of the university system.

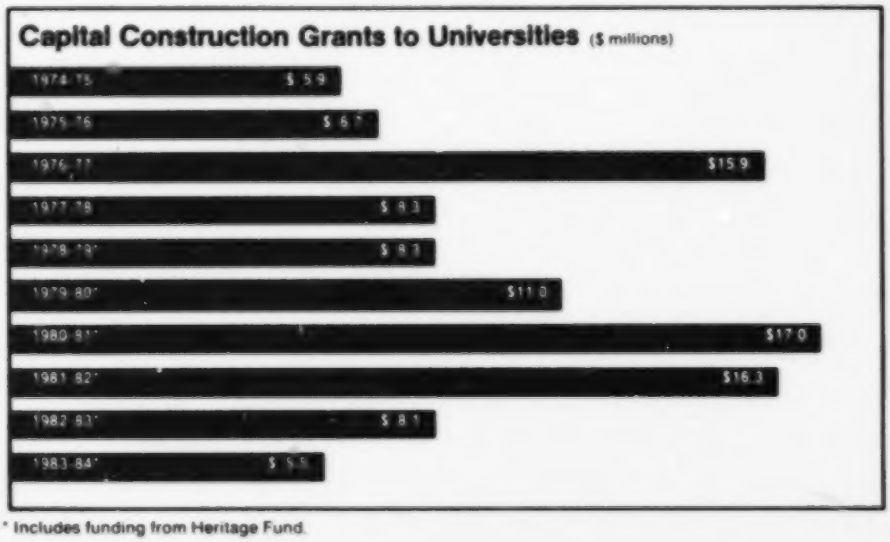
The branch monitors changes and developments at the universities and collects statistical data related to universities in Saskatchewan and other jurisdictions. Particular attention is given to developments in financial, academic, and physical plant planning. It also provides policy analysis and advice for broad government policies regarding the university system. Close consultation is maintained with other agencies and government departments within the province to foster a co-ordinated approach in the training of health and social service personnel.

Efforts are also directed toward interprovincial co-operation and co-ordination through involvement with *The Western Canada Health Manpower Requirements Sub-committee* and the *Federal-Provincial Advisory Committee on Health Manpower.*

The branch negotiates and monitors all university level inter-provincial training agreements. These agreements reserve and fund a predetermined number of training places for Saskatchewan residents in out-of-province training programs for various categories of health and social service occupations and other designated professions which are not available in Saskatchewan's post-secondary education system.



* Does not include operating grants to Saskatchewan Universities Commission.



* Includes funding from Heritage Fund.

Communications Branch

During 1983-84, the **Communications Branch** continued to be the "information broker" for the department. It used a variety of methods to promote departmental activities to the general public through newspapers, radio and television.

The public was informed of Advanced Education and Manpower programs and policies through news releases, speeches, promotional and program materials, audio/visual presentations and paid advertising.

Also during the year, the first-ever, province-wide Community Colleges Week promotional campaign was successfully co-ordinated by the Communications Branch.

It also carried out numerous other advertising, publicity and public relations functions to present a positive high profile of the department.

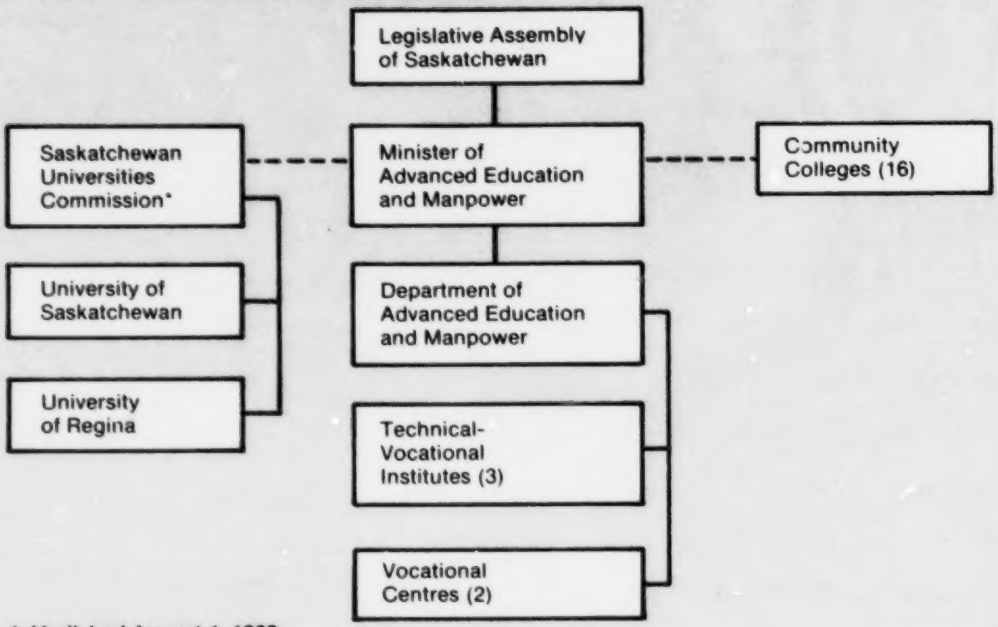
Working with all 21 units in the department, the branch evaluated, designed, and was responsible for the production of all advertising and promotional materials, and designed and produced all promotional advertising for the technical institutes.

Communications played a major role in establishing high-impact strategies for long-term and continuing programs such as Saskatchewan Access and Opportunities '83 youth employment programs.

Senior branch personnel also liaised with members of other government departments to keep them up-to-date on programs offered by Advanced Education and Manpower.

Internally, the branch produces a department newsletter and operates an extensive news clipping service. These services help keep department staff abreast of developments and changes in both the private sector and government. This information contributes to the staff's effectiveness in dealing with inquiries from the public.

Post-Secondary Education in Saskatchewan



* Abolished August 1, 1983

Acts for which the Minister of Advanced Education and Manpower was Responsible, 1983-84:

- The Department of Advanced Education and Manpower Act
- The Community Colleges Act
- The Student Assistance and Student Aid Fund Act
- The Private Vocational Schools Regulation Act
- The University of Regina Act
- The University of Saskatchewan Act
- The University of Saskatchewan Foundation Act
- The Nurses Education Act
- The Science Council Act
- The Archives Act
- The Architects Act
- The War Memorial Scholarships Act
- The Ancillary Dental Personnel Education Act
- The Apprenticeship and Tradesmen's Qualification Act

Statistical and Financial Tables

1 Wascana Institute — Total Enrolment

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4 Technical Institutes — Enrolment Summary

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8 Canadian Interprovincial Standards Examinations, Saskatchewan

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11 Student Assistance Expenditures

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Table 1

Wascana Institute of Applied Arts and Sciences
Total Enrolment

Division	Enrolment
Agricultural	4,853
Business	573
Continuing Education	3,170
Dental	122
Health Sciences	1,210
Industrial	94
Total Enrolment	10,022

Table 2

Kelsey Institute of Applied Arts and Sciences
Total Enrolment

Division	Enrolment
Applied Sciences	491
Health Sciences	828
Industrial	639
Apprenticeship	1,228
Service Programs	436
Short Courses	137
Continuing Studies	2,442
Off-Campus (SSEP included)	3,495
Total Enrolment	9,696

Table 3

Saskatchewan Technical Institute
Total Enrolment

Program	Enrolment
Apprenticeship	1,036
Business	526
Engineering	463
Industrial	624
65 Week Special Programs	146
Extension	1,059
Sask. Skills Extension Programs	536
Total Enrolment	4,390

Table 4

Technical Institutes: Enrolment Summary

Institute	Diploma	Certificate	Apprenticeship	Short Courses	Institute Extension	Sask. Skills Extension	Part-time	Total
Kelsey	1,002	1,343	1,228	137	5,106	831	49	9,696
S.T.I.	942	759	1,036	58	1,059	536		4,390
Wascana ..	637	798	15	—	3,065	105	5,402	10,022
Total	2,581	2,900	2,279	195	9,230	1,472	5,451	24,108

Table 5

Community Colleges: Enrolment by Type of Program

Community College	Adult Basic Education	Adult Secondary Education	Employment Training	Agriculture, Farm-Related	Institute-Related	University Credit	Hobby and Arts and Crafts	Physical Development Related	Home Skills Related	Personal Development	Family Community Related	Total
Carlton Trail	73	122	0	98	696	189	1,701	797	670	799	551	5,696
Coteau Range	296	369	0	134	535	483	2,706	837	621	1,066	660	7,707
Cumberland	118	121	15	225	1,595	133	1,706	1,493	899	833	2,342	9,480
Cypress Hills	175	267	0	562	186	282	2,821	915	783	1,044	1,052	8,087
Lakeland	16	45	0	68	85	0	247	203	96	35	123	918
Mistikwa	204	128	0	116	215	197	1,529	772	272	1,059	891	5,383
Natonum	660	416	79	53	771	872	1,393	584	816	2,247	642	8,533
Parkland	276	256	52	56	448	539	1,943	1,436	939	803	641	7,389
Prairie West	55	114	0	164	377	152	1,571	784	691	805	355	5,068
Regina Plains	1,117	909	21	40	387	0	2,204	154	304	3,403	2,293	10,832
Saskatchewan Indian ..	307	0	28	0	175	0	0	0	0	21	80	611
Saskatoon Region	1,571	1,984	28	60	258	0	1,762	293	758	2,610	1,046	10,370
South East Region	179	94	0	170	627	296	3,026	982	425	857	695	7,351
Total	5,047	4,825	223	1,746	6,355	3,143	22,609	9,250	7,274	15,582	11,371	87,425

Table 6

General Educational Development Testing Program Total Enrolment

	July 1/83 to June 30/84	July 1/82 to June 30/83
Number of Regular Sittings	151	147
Number of Special Sittings	250	128
Number of Candidates	3,264	2,910
Number Obtaining Grade 12	1,710	1,623
Number Obtaining Grade 11	415	375
Number Obtaining Grade 10	320	279
No Standing Granted	856	523
Tests for Visually and Physically Handicapped		
Braille	1	1
Audio	3	
Large Print	3	

Table 7

Indentures, Completions and Cancellations By Trade, Saskatchewan, 1983-84

Trade	Number Apprentices July 1/83	Indentures	Completions	Cancellations	Number of Apprentices June 30/84
All trades	4,610	1,056	591	667	4,408
Boilermaker	14	2	—	3	13
Bricklayer	95	15	11	6	93
Carpenter	894	181	86	68	921
Cook	25	14	1	2	36
Crane and Hoist Operator	4	1	—	—	5
Electrician	780	157	142	52	743
Glassworker	12	10	—	3	19
Heavy Duty Equipment Mechanic	401	121	34	87	401
Industrial Mechanic (Millwright)	209	34	54	19	170
Machinist	113	26	16	25	98
Motor Vehicle Body Repairer	165	60	10	36	179
Motor Vehicle Mechanic	745	174	96	216	607
Painter and Decorator	40	7	7	1	39
Plumber	444	86	62	48	420
Power Lineman	92	22	1	2	111
Radio and Television Repairer	16	10	—	2	24
Refrigeration and Air Conditioning Mechanic	82	22	11	17	76
Roofer	9	2	—	—	11
Sheet Metal Worker	169	19	25	23	140
Sprinkler System Installer	29	8	3	10	24
Steamfitter/Pipefitter	70	20	4	2	84
Tilesetter	12	—	1	3	8
Welder	190	65	27	42	186

Table 8

Canadian Interprovincial Standards Examinations, Saskatchewan, 1982-83 and 1983-84

Trades	1982-83			1983-84		
	Number examined	Number passed	Number seals issued	Number examined	Number passed	Number seals issued
All Trades	724	484	543	794	571	521
Boilermaker	—	—	—	1	—	—
Bricklayer	18	17	12	26	25	11
Carpenter	146	101	87	160	101	82
Cook	14	11	7	10	6	6
Electrician	176	116	138	172	140	154
Heavy Duty Equipment Mechanic	52	27	38	62	38	35
Industrial Mechanic (Millwright)	53	44	32	103	86	53
Machinist	29	22	10	23	13	18
Motor Vehicle Body Repairer	26	14	23	26	9	10
Motor Vehicle Mechanic	82	59	111	105	79	87
Painter & Decorator	24	12	3	5	4	5
Plumber	12	9	11	8	2	3
Power Lineman	—	—	—	—	—	—
Radio & Television Repairer	3	2	3	2	1	2
Refrigeration & Air Conditioning Mechanic	1	—	—	2	—	—
Sheet Metal Worker	16	16	22	23	22	23
Sprinkler System Installer	1	1	1	5	1	2
Steamfitter/Pipefitter	14	9	8	12	6	5
Welder	57	24	37	49	38	25

Table 9

Northern Training Summary — 1983-84

Course	Number Held	Total Enrollment	Total Training Days	Direct Cost
Adult Basic Education				
ABE 8-10	1	12	1,380	$ 28,987
Adult Basic Education	—	—	—	6,318
Basic Training in Skills Development 0-7	1	10	1,450	40,795
Basic Training in Skills Development 5-10	1	8	736	50,181
Basic Training in Skills Development 8-10	2	24	4,548	87,189
Driver Training	4	77	2,168	16,998
English Second Language	1	10	780	2,278
Job Orientation Training Life Skills	1	16	3,440	81,969
ABE Life Skills	4	42	2,706	52,215
Pre-Tech	2	29	5,123	95,145
Special ABE	1	15	2,460	41,330
Learning Centres	12	—	—	331,345
Total	30	243	24,791	$ 834,750
Skill Training				
Bush Camp Cooking	1	8	168	$ 1,639
Computer Literacy	3	31	1,209	48,437
Computer Skills for Employment	1	12	684	34,868
Day Care	1	—	—	6,000
Forestry Workshops	2	20	400	11,625
General Labourers	1	15	900	68,471
Hospitality Training	2	19	1,300	22,384
Northern Retail Management (set up costs)				2,881
Pre-Local Administration	1	20	1,100	5,878
Pre-Trades for Women	1	12	720	26,798
Small Motor Repair	7	84	2,170	41,962
Trapper Training	2	—	—	39,916
Wild Rice Harvesting	1	—	—	3,152
Total	23	221	8,651	$ 314,011

Table 10

Grants to Community Colleges
April 1, 1983 - March 31, 1984

College	1983-84 Total
Carlton Trail	$ 495,796
Coteau Range	539,979
Cumberland	402,512
Cypress Hills	560,394
La Ronge Region	420,010
Lakeland	85,986
Mistikwa	487,233
Natonum	486,277
North East	298,910
Parkland	617,709
Prairie West	452,621
Regina Plains	779,373
Saskatoon Region	799,343
South East Region	620,355
West Side	415,990
Total	$7,462,488

Table 11

Student Assistance Expenditures
July 1, 1983 - June 30, 1984

	July 1, 1983 June 30, 1984	July 1, 1982 June 30, 1983
Department of Advanced Education and Manpower		
Canada Student Loan	$20,171,290	$11,709,985
Saskatchewan Student Loan	537,990	11,045
Saskatchewan Student Bursaries	4,507,110	6,189,065
Special Incentive Bursaries	1,451,780	—
Technical Institute Scholarships	91,485	83,485
French Language Bursaries and Fellowships	109,019	96,199
Fuhrmann Emergency Loan	11,525	8,950
* Edward Schreyer Multi-Cultural Scholarship	—	2,000
D.R. Simmons Award	—	500
James Dickson Scholarship	—	—
Sub Total	$26,880,199	$18,101,229
Department of Education		
General Proficiency Awards	256,800	280,600
French Language Teacher Bursaries	108,900	108,328
College Mathieu Residency Bursaries	—	94,330
Teacher Education Bursaries	58,800	108,350
Teacher of Hearing and Visually Impaired Bursaries	24,000	10,500
SUNTEP	125,218	987,027
Sub Total	$ 573,718	$ 1,589,135
University of Saskatchewan	2,255,775	2,024,404
University of Regina	465,985	615,076
Provincial Library	—	4,000
Department of Agriculture	26,450	55,940
Department of Social Services	36,122	36,399
Department of Health	290,313	326,248
Saskatchewan Research Council	24,600	24,600
Department of Co-operation and Co-operative Development	—	6,500
Sub Total	$ 3,099,245	$ 3,093,167
Total	$30,553,162	$22,783,531

* discontinued effective July 1, 1983

Table 12

Vocational Centres — Total Operating Costs April 1, 1983 - March 31, 1984

Vocational Centres	1983-84 Total
Prince Albert Vocational Centre	$1,392,450.00
Meadow Lake Regional Vocational Centre	488,727.44
Total	$1,881,177.44

Table 13

Technical Institutes — Total Operating Costs April 1, 1983 - March 31, 1984

Technical Institute	1983-84 Total
Saskatchewan Technical Institute	$13,746,295.46
Kelsey Institute of Applied Arts and Sciences	17,868,117.06
Wascana Institute of Applied Arts and Sciences	12,208,390.04
Total	$43,822,802.56

Table 14

Department of Advanced Education and Manpower — Statement of Expenditures* April 1, 1983 - March 31, 1984

The Department of Advanced Education and Manpower's operations are financed out of the general revenues of the province in accordance with a budget approved by the Legislature. Spending for the fiscal year ending March 31, 1984 was as follows:

	1983-84 Total
Executive Administration	$ 713,850.45
Financial & Administrative Services Branch	1,512,580.82
Planning & Evaluation Division	838,043.95
Community Colleges Branch	1,108,407.82
Advanced Education and Manpower Training	14,924,093.30
Saskatchewan Skills Extension Program	4,088,550.53
Manpower Division	2,498,504.39
Advanced Education Division	1,361,772.95
Technical Institutes — Total	43,822,802.56
Vocational Centres — Total	1,881,177.44
Revolving Funds — Net Expenditures	47,634.50
Science Policy Secretariat	112,647.89
Grant to Saskatchewan Archives Board	902,910.00
Grant to Saskatchewan Student Aid Fund	9,177,110.00
Grants to Community Colleges	7,462,488.00
** Grants to Universities Commission	130,741,801.00
Grants to Private, Federated, Affiliated Colleges	5,655,257.52
Grants to Other Educational Agencies	403,221.45
Grants under the Opportunities '83 Program	2,856,505.33
Total	$230,109,359.90

*Net recovery from Revolving Fund operations at Technical Institutes not included.

** Does not include Heritage Fund expenditures for university construction of $1,400,000.